

(Read this direction silently.)

- Ask your student to read aloud the vocabulary words. Then, ask your student to read aloud and complete the sentences. Note that your student cannot see the underlined words.

milestone (n.)

conclude (v.)

qualifiers (n.)

bid (n.)

fiasco (n.)

1. It seems to me that this fiasco will ruin our reputation.
2. The confirmation of bid shall be submitted today.
3. Do you have the list of qualifiers for the final interview?
4. This concludes the discussion on the new production procedures.
5. This development is a milestone in the business process.

(Read this direction silently.)

➤ Read the whole dialogue with your student.

Make sure your student fills in the blanks using the words in Activity 1.

Note that your student cannot see the underlined words.

TUTOR Good morning. Thank you for coming on time. Let's get started.

STUDENT Alright sir, can I draw your attention to item 1— our main agenda — presentation of bid.

TUTOR It seems to me that we'll experience a (1) fiasco with this.
They haven't confirmed our request yet, right?

STUDENT I apologize for the delayed confirmation of the (2) bid.
But the (3) qualifiers assured to outbring all the orders within this month.

TUTOR I see. They are the same production teams from the 2016 Olympics, right?
And it's a huge success.

STUDENT Yes, and they've just requested small changes on production period.

TUTOR That's just fine. We can adjust for that one, we don't need to spend too much time on this, but I need assurance.

STUDENT I'll take note of that, sir. So, that (4) concludes my report for the bid.
Any further adjustments, sir?

TUTOR I want to thank you and your team for your hardwork. I really appreciate it.

STUDENT Our pleasure, we're glad to be part of this new (5) milestone.

(Read this direction silently.)

➤ Read aloud the following passage to your student twice. Then, ask the question below.

Please listen carefully as I read a passage.

In explaining a report, we need to clearly establish our preferred format. Many people actually prefer a simple and direct report. Present all the key information related to the subject including the main points of your report; what was accomplished, status, development, and changes. At the end, conclude your report with recommendations if needed.

Please answer the following question:

According to the passage, what are the main points to be included in a report?

(Read this direction silently.)

➤ Ask your student to read the text aloud. Then, ask the question below.

Please read the text.

You're about to leave work. Your boss requested you to send a detailed report on the progress of your team project which he had initially asked a week ago. You informed him that it would take a few more days to finalize the report. However, he insisted an offhand general report instead.

Please answer the following question:
How do you deal with the situation?